

Quarantine and Isolation Medical Shelter Standard Operation Procedure

SOP No: MS-115 Date: 05/06/2020

Standard Operating Procedure Twice Daily Survey – Backend Edits

Subject: Twice Daily Survey – Backend Edits

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management or other appropriate personnel on performing backend edits and corrections for Twice Daily Survey data submitted by medical sheltering sites. As stated in the Twice Daily Survey SOP, the County is requesting daily counts of unit availability throughout all active medical sheltering sites. Understanding that data submissions may be incorrect for various reasons, this SOP should be followed to correct Twice Daily Survey data, as needed.

2. Contacts

Rob Barreras

County Office of Emergency Management

Cell: (213) 503-2938

Email: RBarreras@ceooem.lacounty.gov

3. Procedures

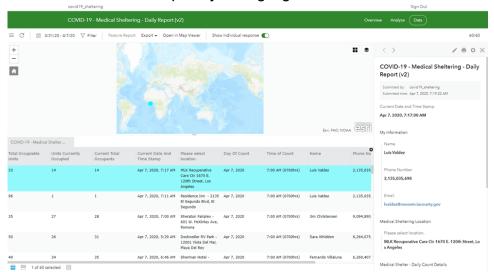
- Medical Shelter Site Management or other appropriate personnel determines that erroneous data was submitted on the Twice Daily Survey.
- Appropriate personnel should visit the following URL to access the backend database of the survey and perform required corrections:

https://survey123.arcgis.com/share/adf8c07b2bb2484abeaadd3257e5bd5 0/result/data

Login to ArcGIS/Survey123 using the following credentials:

Login: covid19_shelteringPassword: Shelter2020!

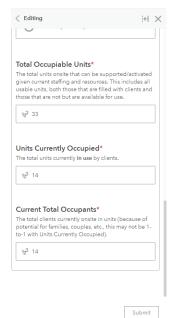
On the following webpage, click the Record that needs to be edited/corrected.
 The row selected will subsequently be highlighted blue.



 Next, click on the Edit icon located near the top right-hand corner of the page (just above the Record's details that appears after completing step 3.4).



 Finally, proceed to fix erroneous numbers/data and click the Submit button at the bottom of the screen.



4. References

For assistance, please contact Rob Barreras of County Office of Emergency Management (OEM) (see contact lost above).